

OFFICE ASSISTANT I

THE DUTIES: The City of Milwaukee employs Office Assistant Is in all operating departments. Under supervision, Office Assistants type letters, reports, records and other documents and perform other clerical duties.

Employees are eligible for promotion to Office Assistant II upon completion of two years of office experience, which included a substantial amount of typing. Six months of this experience must immediately precede the date of the examination as a regularly appointed Office Assistant I with the City of Milwaukee.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE REQUIREMENTS:

1. Ability to type at a minimum of 45 words per minute.
2. Proficiency with word processing software is desirable.
3. Graduation from high school or successful completion of high school equivalency or G.E.D. tests is desirable.
4. Residence in the City of Milwaukee within 6 months of appointment and throughout employment.

THE CURRENT SALARY RANGE IS: City (400): \$24,167 annually with further raises to \$30,245.

THE SELECTION PROCESS will be job related and will include a written test of clerical skills and a performance test of typing skills. Candidates must receive a minimum qualifying rating on each part of the examination. The minimum typing speed needed to qualify is 45 wpm. Typing tests will be given on a computer keyboard.

EXAMINATION WEIGHTS: Written Test - 5 Typing Test - 1

This is a continuous examination. Examinations will be given as often as necessary to meet the needs of the City. All qualified candidates will be notified of the date, time and place of the examination. Persons placed on an eligible list will remain on the list for 1 year ONLY. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.